

DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY ALASKA  
Fort Richardson, Alaska 99505-5000

United States Army Alaska Circular 600-1

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Personnel—General

United States Army Alaska Affirmative Action Plan

**Summary.** This plan directs affirmative actions in support of Army policy that will provide equal opportunity and treatment for all soldiers regardless of race, color, gender, religion, or national origin. It reflects the high priority afforded these important tasks and the commitment of the United States Army Alaska (USARAK) to achieve its objective.

**Applicability.** The provisions of this circular apply to all USARAK personnel.

**Interim changes.** Interim changes to this circular are not official unless the Director of Information Management authenticates them. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

**Suggested improvements.** This circular's proponent agency is the Adjutant General, USARAK Equal Opportunity (EO) Office. The USARAK EO Office invites users to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) directly to APVR-AG-EO.

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## **Chapter 1 General**

### **1-1. Purpose**

This circular presents the USARAK Affirmative Action Plan (AAP). It sets forth the goals and objectives of DA and USARAK, which constitutes affirmative actions in support of the DA EO Program. The AAP is a personnel management document. This plan implements requirements outlined in Department of Defense Directive (DODD) 1350.2, Department of Defense Instructions (DODI) 1350.3, and Army Regulation (AR) 600-20. It establishes policies and responsibilities and sets forth goals that ensure equal opportunity and fair treatment based solely on a soldier's performance and merit regardless of their race, color, religion, gender, or national origin. This AAP provides commanders and staff officers (who have EO functional responsibilities) a mechanism to influence favorably the soldier's training, working, and living environment in order to foster personal readiness and commitment to successful mission accomplishment and combat readiness. The AAP provides upward mobility for all qualified military personnel, prevents personal and institutional discrimination, provides reliable information concerning the demographics of the USARAK population, and infuses affirmative actions into the traditional management system by placing affirmative action responsibilities into the hands of the commanders. The objective of the AAP is to establish and identify goals, responsibilities, and policies in support of the Army's Equal Opportunity Program and—

- a. Develop a more informed leadership sensitive to the elements of racial, gender, ethnic, national origin, and religious discrimination to prevent discrimination and sexual harassment or the perception that they exist.
- b. Provide the opportunity and climate for the growth and effective utilization of the potential capabilities of all USARAK personnel regardless of race, color, religion, gender, or national origin.
- c. Identify any structural imbalances, eliminate any previous personal and institutional discrimination, and ensure opportunities for upward mobility for all qualified personnel.
- d. Place affirmative action responsibilities into the hands of commanders. Commanders will implement these actions through their functional managers.

### **1-2. References**

Appendix A contains required and related publications and referenced forms.

### **1-3. Explanation of abbreviations and special terms**

Abbreviations used in this regulation and special EO terms are explained in the glossary.

### **1-4. Policy**

It is the policy of this command to provide equal opportunity, fair treatment, and an environment free of discrimination and sexual harassment for all military personnel and their family members.

### **1-5. Equal Opportunity Hotline**

The Equal Opportunity/Sexual Harassment Information Hotline telephone number is available for use throughout USARAK. The telephone number is 384-6340.

## **Chapter 2 Responsibilities**

### **2-1. General**

This chapter defines responsibilities and procedures for managing the EO program.

### **2-2. United States Army Alaska commander**

The USARAK commander has overall responsibility for the implementation of a viable EO program. The chief of staff will chair the AAP panel and update the commanding general on AAP goals met and not met.

### **2-3. The Equal opportunity advisor**

The USARAK EO officer, under the direction of the USARAK deputy chief of staff for personnel, is the primary agent within USARAK responsible for the execution of the EO program and will—

a. Collect and submit quarterly statistical data from functional areas and brigade and equivalent commanders to United States Army Pacific Command (USARPAC) EO Office (by 20 days following the end of each quarter).

b. Provide command inspection visits to all units within USARAK to determine compliance with AR 600-20 and this circular.

c. Submit annual statistical and narrative data reports to the USARPAC EO Office. USARPAC Form 12-R-E (Equal Opportunity Statistical Data Sheet) will be used to submit the statistical information. Reports will outline actions, achievements, and shortfalls and include actions programmed to correct problems or conditions that exist.

d. Brief the chief of staff semiannually on AAP accomplishments and collected data.

e. Staff equal opportunity advisor (EOA) positions per staffing requirements.

### **2-4. Proponents and special staff**

Proponents and special USARAK staff agencies consisting of the chief of staff, USARAK command sergeant major, brigade level and equivalent commanders, staff judge advocate, public affairs office, deputy chief of staff personnel, provost marshal, and equal employment offices. EO office representatives from the inspector general and chaplain office with affirmative action responsibility will—

a. Serve as AAP panel members.

b. Formally meet with the USARAK Affirmative Action Plan Panel (AAPP) annually. Informal panel meetings will occur semiannually or as needed.

c. Develop goals and reporting procedures for the affirmation actions described in AR 600-20, chapter 6.

### **2-5. Brigade and equivalent commanders**

Brigade and equivalent commanders will—

a. Ensure development of AAPs for their command.

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b. Submit a copy of their AAP to Commander, USARAK, Attention: APVR-AG-EO, Fort Richardson, Alaska 99505-5000, for review.

c. Monitor the EO climate in their command by using a climate-assessment survey and focus groups from brigade level and below within 90 days of assumption of command and annually thereafter or as needed.

## **Chapter 3**

### **Goal Development**

#### **3-1. Development**

The USARAK AAPP members are responsible for goal(s) development.

a. The functional-area proponent is responsible for monitoring, reviewing, and analyzing each goal. More than one proponent may be assigned to each goal. Ownership however, should not be limited to the proponent(s). AAPP members should be comfortable and familiar with all the goals, not just with their functional area, and develop goals to support all aspects of the Army's EO program. Goals should not be limited to statistical analysis. Any EO-related area, such as training, might become a goal.

b. The USARAK AAPP will meet annually to review EO and affirmative action information and make recommendations for future actions chaired by the chief of staff. In addition, they will conduct a midyear progress review by the chairperson and selected proponent representatives. The EO and equal employment opportunity officers will jointly host the meeting.

#### **3-2. Revision**

AAPP members will review affirmative action goals annually. Goals that do not apply will be discarded.

#### **3-3. Analysis**

Proponents will present their goals at the annual meetings with recommendations to maintain, change, or delete goals. Based on annual assessment, as appropriate, take affirmative actions to improve the command's EO environment.

#### **3-4. Measurement**

a. Goals that are quantifiable, should be measured to—

- (1) Identify trends.
- (2) Highlight differences or discrepancies.

b. Goals that are not quantifiable will be presented in a narrative format.

#### **3-5. Reporting requirements**

a. Staff agency proponents. Staff agency proponents are responsible for collecting the data designated in their subject area and preparing narrative data analysis to determine if—

- (1) Goals should be maintained, revised, or deleted.
- (2) Change in policy or procedure is needed.
- (3) Trends exist.

b. Staff agency proponents will submit an annual report by 10 October each year providing information and data regarding the AAP. Reports will outline achievements and shortfalls and include plans or actions programmed to correct problems or conditions that currently exist for the entire year. Submit reports to USARAK Equal Opportunity Office, Attention: APVR-AG-EO, Fort Richardson, Alaska 99505-5000.

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c. Brigade and equivalent commanders will—

(1) Submit after-action reports of ethnic observances and special events within 30 days of the event to the next higher headquarters.

(2) Ensure the USARAK EO office is aware of any sexual harassment and discrimination complaints that are reported to the court martial convening authority within 72 hours of the filing of a formal complaint.

(3) Collect, monitor, analyze, and submit the Quarterly Narrative and Statistical Report by the 15th of January, April, July, and October using USARPAC Form 12-R-E. Submit reports to the USARAK Equal Employment Opportunity Office, Attention: APVR-AG-EO, Fort Richardson, Alaska 99505-5000. EOAs must also input data into the DA EO database pertaining to command-climate surveys, complaint information (including a brief synopsis of case), the command profile (key positions for both officers and enlisted), EO report listing, EO report, training data, and unit assessment in addition to submitting a hard copy of the Quarterly Narrative and Statistical Report to USARAK EO office. Include narrative information of significant interest in the applicable comment boxes.

(4) Collect, monitor, analyze, and submit an annual narrative and statistical assessment by 10 November for the preceding fiscal year, unless otherwise indicated by the timetables and reporting schedule. Reports will outline achievements and shortfalls and actions programmed to correct problems or conditions that exist. Submit reports to the Commander, USARAK, Attention: APVR-AG-EO, Fort Richardson, Alaska 99505-5000.

### 3-6. Goal format

See figure 3-1 for formatting and defining the elements contained in the AAP.

<b>Subject</b> —General area or title.
<b>Proponent</b> —Agency designated for each goal. That agency must have the inherent responsibility for that subject area as determined by duties and responsibilities.
<b>Goal(s)</b> —Statement of intent on the part of the commander that represents a desired end to be obtained.
<b>Basis for goal(s)</b> —What established the requirement for the goal?
<b>Objective</b> —Reason or purpose for the goal.
<b>Action step(s)</b> —Specific actions, steps, or actions by activities to ensure all soldiers and their families are afforded equal opportunity.
<b>Milestone(s)</b> —Significant action that should take place.
<b>Timetable and reporting schedule</b> —Suspense dates for submitting reports/statistical data or publishing EO-policy letters.

Figure 3-1. Affirmative action plan format and definitions.

## **Chapter 4**

### **Affirmative Actions**

#### **4-1. General**

This chapter contains affirmative action goals and objectives. Goals and objectives must be realistic, achievable, and measurable. They are neither ceilings nor floors to be achieved at the expense of the requisite qualifications. Goals and objectives must not be interpreted as quotas. Responsibility for goal development and accountability of affirmative action goals rests with the commander or functional manager who has the resources and authority to control or influence the outcome of specific affirmative actions.

#### **4-2. Equal Opportunity Program execution**

a. Subject. Annual assessment of USARAK EO program and AAP.

b. Proponent. USARAK EO offices.

c. Goals are to—

(1) Conduct an annual review of information relating to each affirmative-action goal and allow the proponent to present the data during the affirmative action panel.

(2) Use appropriate assessment means (not just statistical) to ensure that a comprehensive evaluation is provided.

(3) Monitor staffing, assignment (single tour), and utilization of EOAs throughout USARAK.

(4) Monitor the Headquarters, DA EO database.

d. Basis for goal(s). AR 600-20, DA Pamphlet 600-26, and USARPAC Circular 600-1.

e. Objective. Evaluate and report USARAK's AAP and EO program.

f. Action step. Establish, maintain, and monitor a comprehensive AAP at USARAK level.

g. Milestone. Provide annual feedback to brigade and equivalent commanders on the progress of USARAK's AAP.

h. Timetable and reporting schedule. Review the AAP annually to assess the effectiveness of affirmative actions, initiate new actions where necessary, and sustain goals already achieved.

#### **4-3. Complaint processing**

a. Subject. Complaint processing.

b. Proponent. EOA.

c. Goals are to—

(1) Ensure that each soldier is fully aware of complaint-processing procedures, including complaints against members of the chain of command.



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(2) Monitor on-post facilities and be responsive to complaints about off-post facilities to determine the extent to which discrimination and harassment exist.

(3) Report discrimination and sexual harassment complaints by racial and ethnic designation category (REDCAT) and gender utilizing the DA EO database.

(4) Identify trends and provide feedback to unit commands and the USARAK inspector general as appropriate.

d. Basis for goal. AR 600-20.

e. Objective. Analyze and monitor discrimination and sexual harassment complaints filed throughout USARAK.

f. Action steps. Commanders will publish the following policy statements in support of EO:

(1) Equal opportunity policy letter.

(2) Sexual harassment policy letter.

(3) Complaint procedures policy letter.

g. Milestone. Commanders will publish policy letters in support of EO within 30 days of assumption of command and review annually thereafter.

h. Timetable and reporting schedule. Report complaints to USARPAC by the 15th of the month following the end of the quarterly per DA Pamphlet 600-26.

### **4-4. Force composition**

a. Subject. USARAK military personnel and composition.

b. Proponent. Deputy chief of staff personnel, USARAK command sergeant major, and USARAK EO officer.

c. Goal. Ensure equal opportunity for assignment of soldiers according to individual qualifications, specialty or mission occupational specialty preferences, and the needs of the command and the Army.

d. Basis for goal. DA Pamphlet 600-26 and USARPAC Circular 600-1.

e. Objective. Monitor demographic profile of active component forces using the EO database and USARPAC Form 12-R-E.

f. Action steps.

(1) Report demographic profile of active forces for officers, warrant officers, and enlisted soldiers by grade, REDCAT, and gender.

(2) When required, request DA assistance to balance force composition.

g. Milestone. Report demographic data to DA quarterly using the DA EO database.

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h. Timetable and reporting schedule. Brigade and equivalent EOAs will provide a quarterly report to the USARAK EO office by the 15th day of the month following the end of the quarter. The demographic data is also updated on the DA EO database.

### 4-5. Awards and recognition

a. Subject. Awards and recognition.

b. Proponent. Deputy chief of staff personnel.

c. Goal. Ensure USARAK's award program is administered equitably without regard to race, color, religion, gender, national origin, creed, or rank.

d. Basis for goal. AR 600-20.

e. Objective. Ensure that the award program is administered equitably when deserved based on performance.

f. Action steps.

(1) Ensure commanders provide timely recognition to all qualified individuals regardless of rank, race, gender, etc.

(2) Collect, maintain, and monitor statistics on award recommendations and approval/disapproval and downgrade by type, race, and gender.

g. Milestone(s).

(1) Maintain statistical data by rank, race, gender, and REDCAT.

(2) Compare awards to population demographic data by rank, race, gender, and REDCAT quarterly by the 15th of the month following the end of the quarter.

### 4-6. Training

a. Subject. EO representative course.

b. Proponent. EOA.

c. Goal. Ensure at least two, trained EO representatives (primary and alternate) are assigned to each company, battery, troop, detachment, and battalion-sized unit as unit EO representative.

d. Basis for goal. AR 600-20.

e. Objective. Provide training to unit EO representatives.

f. Action steps.

(1) EOAs will monitor compliance with unit training requirements as specified by AR 600-20.

(2) Each company/battery/troop level unit will appoint at least two EO representatives per USARAK's AAP directive. Each appointee, staff sergeant and above, must have 1 year retainability after completion of EO representative course. The USARAK EO office must approve in writing any exceptions to policy.

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(3) Each battalion-sized element will appoint a noncommissioned officer to serve as the headquarters EO representative.

(4) The EOA will maintain a copy of training certificates of all graduates.

(5) The post EOA is responsible for conducting the EO representative course.

### **g. Milestones.**

(1) Ensure each company/battery/troop size unit (or equivalent) has at least two, school-trained (primary and an alternate) EO representatives.

(2) Ensure each battalion has one, school-trained noncommissioned officer (sergeant first class) and/or officer to serve as the battalion EO representative.

h. Timetable. Schedule the EO representative course at a minimum of once per quarter and also conduct as needed.

## **4-7. Military justice**

a. Subject. Military justice.

b. Proponent. Staff judge advocate.

c. Goal. Ensure that administrative and punitive punishment is fair and just and is not based on race, color, religion, gender, rank, or national origin.

d. Basis for goal. AR 600-20.

e. Objective. Ensure administrative and punitive punishments are made without regard to race, color, religion, gender, rank, or national origin.

f. Action steps.

(1) The staff judge advocate will monitor administrative and punitive punishment by type, race, and gender.

(2) The staff judge advocate and battalions will provide report data on USARPAC Form 12-R-E.

### **g. Milestones.**

(1) Compare statistics to population demographics data.

(2) Legal will report the following military justice actions by gender and REDCAT to the EOA:

(a) Article 15s (company grade, field grade, and summarized).

(b) Summary, special, and general court martial.

(c) Punitive discharges (bad conduct discharge/dishonorable/dismissal).

(d) Chapters-10, -13, and -14.

h. Reporting. Reports will be provided quarterly, by the 15th day of the month to USARAK EO office.

#### 4-8. Religious activities

- a. Subject. Religious activities.
- b. Proponent. USARAK chaplain.
- c. Goal. Ensure that religious activities are available for soldiers and family members within USARAK.
- d. Basis for goal. AR 165-1, DA Pamphlet 600-75, and USARPAC Circular 600-1.
- e. Objective. To provide religious services in Alaska that ensures the free exercise of religion for all members of the military community.
- f. Action step(s).
  - (1) Provide ethnic-oriented services, when possible.
  - (2) Provide ethnic-oriented services for major religious holidays with participation by invited guest clergy of various, ethnic backgrounds. Conduct religious programs in languages other than English when resources are available and as requests are identified.
  - (3) Recruit personnel of all REDCATs and gender for leadership positions within the chapel community.
  - (4) Ensure that all requests for accommodation of specific religious practices are documented and processed per AR 165-1, AR 600-20, chapter 5, and DA Pamphlet 600-75.
- g. Milestone. Monitor reports of religious discrimination and refer valid EO complaints to the USARAK EO Office, Attention: APVR-AG-EO, Fort Richardson, Alaska 99505-5000 for processing.
- h. Timetable and reporting schedule. Submit an annual report of actions to the USARAK EO Office, Attention: APVR-AG-EO, Fort Richardson, Alaska 99505 by 15 November.

#### 4-9. Public affairs office

- a. Subject. Public affairs office.
- b. Proponent. USARAK EO offices supported by the public affairs office.
- c. Goal. Increase understanding of USARAK EO programs and AAPs.
- d. Basis for goal. AR 600-20 and DA Pamphlet 600-26.
- e. Objective. The objective is to increase awareness of both internal (soldiers, Army civilians, and family members) and external (civilian community) audiences about USARAK affirmative actions in support of EO.
- f. Action step(s).
  - (1) The USARAK public affairs office will prepare and distribute EO news releases to internal and external news organizations. These releases inform important audiences of relevant new policies and developments in the USARAK EO program. The success of this effort depends upon input from the EO offices.

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(2) The public affairs office will assist in publicizing USARAK observation of events such as Martin Luther King, Junior's Birthday, African-American/Black History Month, Women's History Month, Asian-Pacific Heritage Month, Women's Equality Day, National Hispanic Heritage Month, and Native-American Indian (Alaskan Native) Heritage Month.

(3) The public affairs office will ensure the use of gender neutral, nonsexist, and nonracial language in all USARAK public affairs news releases, photography, cartoons, and other visual and graphic products.

g. Milestone. The public affairs office will prepare an internal report of actions taken in support of this goal. This report will be forwarded to the USARAK EO Office, APVR-AG-EO, Fort Richardson, Alaska 99505.

### **4-10. Inspector general**

a. Subject. Assessment of the implementation of the EO program within USARAK.

b. Proponent. USARAK inspector general.

c. Goal. Monitor implementation of the USARAK AAP.

d. Basis of goal. AR 20-1 and AR 600-20.

e. Objective. Evaluate the implementation of the EO program within USARAK through inspections, inquiries, and investigations when requested.

f. Action step(s).

(1) Incorporate EO assessments into the USARAK inspector general inspection plan when appropriate.

(2) Continuously evaluate the EO climate in the command.

(3) Provide feedback to the appropriate commander when EO issues are encountered during inspector general-sensing sessions.

g. Milestone(s).

(1) Report significant EO items of interest to USARAK commander.

(2) Action EO items as directed by the USARAK commander.

(3) Facilitate communications between the USARAK EO office and the inspector general through exchange of encounters, information, or changes to current EO trends and policies.

### **4-11. Law enforcement reporting of identified offenders**

a. Subject. Reporting of identified offenders.

b. Proponent. USARAK provost marshal.

c. Goal. Provide an early indication of possible command-climate trends and additional information for review of discipline and military justice issues.

d. Basis of goal. This circular is the basis for this goal.

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e. Objective. Identify potential, negative, climate trends within the command through the analysis of reported offenses.

f. Action step(s).

(1) Report the number of crimes against persons, drug crimes, crimes against property, economic crimes, other crimes, and extremist activity as cited in AR 600-20, paragraph 4-12, by geographic location (Fort Wainwright, Fort Richardson, Fort Greely), REDCAT, and gender for soldiers and family members.

(2) Identify and study causative factors and recommend corrective action when possible.

g. Milestone. Provide an analysis and raw data to Commander, USARAK, Attention: APVR-AG-EO, Fort Richardson, Alaska 99505-5000, no later than 15 November.

### 4-12. Brigade and equivalent command actions

a. Subject. Military personnel composition.

(1) Proponent. Brigade and equivalent commanders.

(2) Goal. Ensure equal opportunities for assignments according to individual qualifications, specialty preference, and the needs of the command and the Army.

(3) Basis of goal. DA Pamphlet 600-26.

(4) Objective. Monitor the demographic profile of active component forces.

(5) Milestone. Report the demographic composition per reporting requirements using EO database and USARPAC Form 12-R-E.

(6) Action step. Report the demographic profile of officers, warrant officers, and enlisted soldiers by grade, REDCAT, and gender.

(7) Timetable and reporting schedule. Brigade and equivalent EOAs will provide a quarterly report to USARAK EO office by the 15th day of the month following the end of the quarter.

b. Subject. Officer assignments.

(1) Proponent. Brigade and equivalent commanders.

(2) Goal. Ensure all qualified officers have an equal opportunity to fill company command, operations and training officer, and executive officer command assignments regardless of REDCAT or gender.

(3) Basis of goal. AR 614-100 and this circular are the basis for this goal.

(4) Objective. Determine if officers of all races or gender are receiving equal opportunities for assignment to company command, operations and training officer, and executive officer.

(5) Milestone. Provide analysis and raw data to Commander, USARAK, Attention: APVR-AG-EO, Fort Richardson, Alaska 99505-5000, per reporting requirements.

(6) Action step. Collect, analyze, and report data on officer's key positions listed above by REDCAT and gender.

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(7) Timetable and reporting schedule. Brigade and equivalent EOAs will provide a quarterly report to USARAK EO office by the 15th day of the month following the end of the quarter.

c. Subject. Senior noncommissioned officer assignments.

(1) Proponent. Brigade and equivalent commanders.

(2) Goal. Ensure all qualified noncommissioned officers have an equal opportunity to fill key enlisted leadership positions, regardless of race or gender.

(3) Basis of goal. AR 611-201, AR 635 200, and this circular.

(4) Objective. Determine if noncommissioned officers of all REDCAT or gender are receiving equal opportunities for assignment to command sergeants major and first sergeant, key enlisted positions.

(5) Action step. Collect, analyze, and report data on command sergeant major and first sergeant positions by REDCAT and gender.

(6) Milestone. Provide analysis and raw data to Commander, USARAK, Attention: APVR-AG-EO, Fort Richardson, Alaska 99505-5000, per reporting requirements.

(7) Timetable and reporting schedule. Brigade and equivalent EOAs will provide a quarterly report to USARAK EO office by the 15th day of the month following the end of the quarter.

d. Subject. Administrative discharges.

(1) Proponent. Brigade and equivalent commanders and the staff judge advocate.

(2) Goal. Ensure all administrative discharge policies are applied fairly to all soldiers.

(3) Basis of goal. This circular is the basis for this goal.

(4) Objective. Ensure that administrative discharges are administered per regulations and are not based on REDCAT or gender.

(5) Action step. Collect, analyze, and report number of chapter-10, -13, and -14 discharges by REDCAT and gender.

(6) Milestone. Provide analysis and raw data to Commander, USARAK, Attention: APVR-AG-EO, Fort Richardson, Alaska 99505-5000, per reporting requirements.

(7) Timetable and reporting schedule. Brigade and equivalent EOAs will provide a quarterly report to USARAK EO office by the 15th day of the month following the end of the quarter.

e. Subject. Criminal offenses.

(1) Proponent. Brigade and equivalent commanders, the staff judge advocate, and provost marshal.

(2) Goal. Ensure that the Uniform Code of Military Justice is administered fairly to all soldiers.

(3) Basis of goal. DA Pamphlet 600-26.

(4) Objective. To ensure that REDCAT or gender does not influence military-justice action administration.

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(5) Action step(s). Collect, analyze, and report by REDCAT and gender each of the following military justice actions:

- (a) Article 15s.
- (b) Summary courts-martial.
- (c) Special courts-martial.
- (d) Bad conduct discharge/special courts-martial.
- (e) General courts-martial.
- (f) Chapters-13 and -14.

(6) Milestone. Provide analysis and raw data to Commander, USARAK, Attention: APVR-AG-EO, Fort Richardson, Alaska 99505-5000, per reporting requirements.

(7) Timetable and reporting schedule. Brigade and equivalent EOAs will provide a quarterly report to USARAK EO office by the 15th day of the month following the end of the quarter.

f. Subject. Command climate assessments.

(1) Proponent. Brigade and equivalent commanders.

(2) Goal. To ensure that all battery/company commanders perform a command-climate survey within 90 days of assuming command and annually thereafter. The command-climate survey must be a part of a unit-climate assessment. In addition, battery/company commanders will provide feedback to their units regarding the survey results. A memorandum will be forwarded to the appropriate EO office stating the feedback was provided. Brigade and battalion level commanders will conduct a climate assessment of their command using a climate survey (i.e., military equal opportunity climate survey, inspector general climate survey, and/or focus groups).

(3) Objective. To help commanders assess and improve human relations within the unit.

(4) Basis of goal. AR 600-20 and this circular.

(5) Milestone. Report performance of climate assessments to the brigade or post EOA.

(6) Action step. Administer command-climate survey. EOAs will assist in administration.

(7) Timetable and reporting schedule. Brigade and equivalent EOAs will provide a quarterly report to USARAK EO office by the 15th day of the month following the end of the quarter.

g. Subject. Awards and recognition.

(1) Proponent. Brigade and equivalent commanders and EOAs.

(2) Goal. Ensure the award program is administered equitably when deserved based on performance.

(3) Objective. Ensure brigades and equivalent commander's award program is administered equitably without regard to race, color, religion, gender, national origin, creed, or rank.

(4) Basis for goal. AR 600-20 and this circular are the basis for this goal.



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(5) Action step(s).

(a) Ensure commanders provide timely recognition to all qualified individuals regardless of rank, race, gender, etc.

(b) The adjutant and EOA will collect, maintain, and monitor statistics on awards recommendations and approval/disapproval and downgrades by type, race, and gender.

(c) Battalions will provide a report on USARPAC Form 12-R-E.

(6) Reporting. Reports will be provided quarterly or when requested.

(7) Timetable and reporting schedule. Brigade and equivalent EOAs will provide a quarterly report to USARAK EO office by the 15th day of the month following the end of the quarter.

FOR THE COMMANDER:

OFFICIAL:

RICHARD C. NICKERSON  
COL, GS  
Chief of Staff

//Original Signed//  
DONNA L. WILLIAMS  
LTC, SC  
Director of Information Management

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Attention: Mr. Mauer)

1 - Commander, United States Army Pacific Command, Attention: APIM-OIR  
Fort Shafter, Hawaii 96858-5100

## Appendix A References

### Section I Required Publications

AR 20-1 .....	(Inspector General Activities and Procedures). It is cited in paragraph 4-10d.
AR 165-1 .....	(Chaplain Activities in the United States Army). It is cited in paragraph 4-8.
AR 600-20 .....	(Army Command Policy). It is cited in paragraphs 1-1, 2-3b, and paragraphs 2-4c, 4-2d, 4-3d, 4-5d, 4-6, 4-7d, 4-8f(4) and, paragraphs 4-9d, 4-10d, 4-11f(1), and 4-12.
AR 611-201 .....	(Enlisted Career Management Fields and Military Occupational Specialty). It is cited in paragraph 4-12c(3).
AR 614-100 .....	(Officers Assignment Policies, Details and Transfers). It is cited in paragraph 4-12b(3).
DA Pamphlet 600-26 .....	(The Department of the Army Affirmative Action Plan). It is cited in paragraphs 4-2d, 4-3h, 4-4d, 4-9d, and 4-12.
DA Pamphlet 600-75 .....	(Accommodating Religious Practice). It is cite in paragraph 4-8.
DODD 1350.2 .....	(The Department of Defense Equal Opportunity Program). It is cited in paragraph 1-1.
DODI 1350.3.....	(The Department of Defense Affirmative Action Planning and Assessment Process). It is cited in paragraph 1-1.
USARPAC Circular 600-1.....	(USARPAC Affirmative Action Plan). It is cited in paragraph 4-2d, and paragraphs 4-4d and 4-8d.

### Section II Related Publications

Related publications are merely sources of additional information. The user does not have to read them understand this circular.

AR 25-30 .....	(The Army Integrated Publishing and Printing Program).
AR 635-200 .....	(Enlisted Personnel).

### Section III Referenced Forms

DA Form 2028 .....	(Recommended Changes to Publications and Blank Forms). It is cited in the suggested improvements statement.
USARPAC Form 12-R-E .....	(Equal Opportunity Statistical Data Sheet). It is cited in paragraph 2-3c.



## Glossary

### Section I Abbreviations

AAP.....	Affirmative Action Plan
AR.....	Army Regulation
DA.....	Department of the Army
DODD .....	Department of Defense Directive
DODI.....	Department of Defense Instruction
EO.....	Equal Opportunity
EOA .....	Equal Opportunity Advisor
REDCAT .....	Racial and Ethnic Designation Category
USARAK.....	United States Army Alaska
USARPAC .....	United States Army Pacific Command

### Section II Definitions for Racial and Ethnic Designation Categories by Race/Population Group

#### American Indian

Soldiers having origin in any of the original peoples of North America. Reporting code R.

#### Asian

Soldiers having origin in any of the original peoples of Asia, including China, Japan, and Korea. Reporting code M.

#### Black

Soldiers having origin in any of the original peoples of Africa or other areas. Reporting code N.

#### White

Soldiers having origin in any of the original areas peoples of Europe, North Africa, or Middle East. Reporting code C.

#### Other

A member of a race not included above. Reporting code Z.

#### Aleut

Soldiers of Aleutian descent. Reporting code 8.

#### Chinese

Soldiers of Chinese descent. Reporting code C.

#### Cuban

Soldiers of Cuban descent. Reporting code 9.

#### Eskimo

Does not include Aleut. Reporting code 7.

#### Filipino

Soldiers of Filipino descent. Reporting code 5.

#### Indian

Soldiers from India or Indian descent. Reporting code D.

## **USARAK Circular 600-1**

### **Japanese**

Soldiers of Japanese descent. Reporting code J.

### **Korean**

Soldiers of Korean descent. Reporting code K.

### **Latin American**

Soldiers of Central and South American descent. Reporting code S.

### **Melanesian**

Soldiers of Melanesian descent. Reporting code E.

### **Mexican**

Soldiers of Mexican descent. Reporting code 6.

### **Micronesian**

Soldiers of Polynesian descent. Reporting code L.

### **Other**

Soldiers of Spanish extraction not delineated as Mexican, Puerto Rican, Cuban, or Latin America. Reporting code 1.

### **Other Asian descent**

Soldiers of Asian descent not delineated separately as Chinese, Japanese, Korean, Indian, Filipino, or Vietnamese. Reporting code 3.

### **Other Pacific Island descent**

Soldiers of Pacific Island descent, not delineated separately as Melanesian or Polynesian. Reporting code Q.

### **Puerto Rican**

Soldiers of Puerto Rican descent. Reporting code 4.

### **United States/Canadian Indian tribes**

Soldiers belonging to United States/Canadian tribes (other than Aleut and Eskimo). Reporting code 2.

### **Vietnamese**

Soldiers of Vietnamese descent. Reporting code V.

### **Unknown**

Soldiers who do not know their ethnic heritage. Reporting code Z.

### **Other**

A member of an ethnic group not included above. Reporting code X.

## **Section III**

### **Racial/Ethnic Designation Categories**

When race code equals R and ethnic code equals 8, 7, or 2, then report as American Indian/Alaskan Native.

When race code equal M, C, N, X, or Z and ethnic code equals G, J, K, 5, D, V, E, W, L, or Q, then report as Asian/Pacific Islander.

When race code equals C and ethnic code equals X or Z, then report as White, not of Hispanic origin.

## **United States Army Alaska Circular 600-1**

When race code equals N and ethnic code equals X or Z, then report as Black, not of Hispanic origin.

When race code equals C, N, X, or Z and ethnic code equals 6, 4, 9, S, or 1, then report as Hispanic.

When race code equals X or Z and ethnic code equals X or Z, then report as Other/Unknown.

### **Section IV**

#### **Terms**

##### **Equal opportunity advisors**

Officers, noncommissioned officers, and Army civilians serving in full-time equal opportunity positions at community, brigade (or equivalent) level, or higher.

##### **Goal**

The end toward which effort is directed.

##### **Objective**

A realistic objective with measurable prospects of attainment.